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STANDARD OPERATING PROCEDURE  
NUMBER 45-3067-24

10 February 1965

**SECURITY GUARD UNIFORMS**

1. PURPOSE: To establish a procedure for the requesting, controlling, and accounting for the initial and replacement issues of security guard uniforms.
2. SCOPE: This procedure is applicable to all personnel concerned with the security guard uniforms.
3. RESPONSIBILITIES:
  - a. The Base Supply officer will be responsible for the purchasing and controlling of all security uniforms.
  - b. The Base Finance officer will be responsible for payment of all invoices resulting from the purchase of security guard uniforms upon verification of receipt from Base Supply BEMO.
4. PROCEDURE:
  - a. Security guard uniforms will be requested from Base Supply BEMO by the Base Security officer or his designated representative.
  - b. Requests will be either initial or replacement issues.
  - c. Requests will reflect initial or replacement, part number, nomenclature, quantity, and size for replacement items.

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e. For initial issue of uniforms the security guard will visit [REDACTED] for fitting. Base Supply BEMO will notify [REDACTED] Inc. of the date that the guard will be available for fitting and confirm appointment with the security office.

f. For replacement issue, the sizes will be furnished to [REDACTED] by Base Supply BEMO.

g. [REDACTED] will notify Base Supply BEMO by invoice that uniforms are ready for pick up.

OPR: DCMS

DISTRIBUTION: A & B

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25X1A5a1 h. Base Supply BEMO will contact the BW-2 plant security representative who will pick up uniforms and deliver to BW-2 for transshipment to BW-3 via the white whale. All boxes may be recognized by the [REDACTED] Inc. markings. See attachment 1 for names of persons authorized to pick up uniforms from [REDACTED]

25X1A5a1 i. Base Supply Receiving Branch will receive all uniforms from the white whale and deliver to Base Supply BEMO.

25X1A5a1 j. Base Supply BEMO will verify the quantity and condition and notify Base Security office that items are available for pick up.

k. The [REDACTED] invoices, finance copy, will be signed by a Base Supply BEMO representative as receiving items and a copy forwarded to Base Finance, who will take necessary action to effect payment.

l. Base Supply BEMO will stock shirts and trousers, in basic waist and collar sizes for replacement issues. It will be the responsibility of all security guards to have these items altered. Serviceable turn-ins may also be re-issued.

n. All pieces of uniforms taken for alteration by the security guards will be approved by the Base Supply BEMO. The guard will return the alteration receipt to BEMO for verification, thence to Base Finance for reimbursement.

o. Base Supply will maintain property accounting records in accordance with existing Air Force directives.

5. See attachment number 1, purchase agreement, for personnel authorized to request and receipt for guard uniforms.

25X1A9a APPROVED:

25X1A9a [REDACTED]  
Colonel USAF  
Commander

[REDACTED]  
Deputy Commander for Materiel

1 Atch  
Purchase Agreement  
(Limited Distribution)

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TO:

10 February 1965

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FROM: Commander

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SUBJ: Purchase Agreement

1. This detachment will continue to purchase guard uniforms from your company for an indefinite period of time. At such time that it is determined that your services are no longer required, you will be so advised in writing.

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2. [REDACTED] Supply Officer, will be my contact agent for all guard uniforms and is authorized to forward purchase orders to you at his discretion. In the absence of [REDACTED], the following personnel will be authorized to sign and forward purchase orders to your company.

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3. The following persons will be authorized to pickup and receipt for guard uniforms from your company.

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4. As per telecon agreement between [REDACTED] this detachment, 25X1A9a and [REDACTED] from your company, the following procedures will apply.

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a. This detachment will forward a purchase order to your company, signed by an individual mentioned in paragraph 2 above.

b. For the initial issue, an appointment will be arranged by phone with your company to have the guard fitted.

c. Upon completion of the uniforms your company will notify this detachment by calling collect to phone [REDACTED]

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d. The persons authorized to receipt for uniforms will pick up uniforms and sign your purchase invoice. Six copies of this purchase invoice will accompany the order when it is picked up.

e. Within 15 days from date of receipt of the uniforms and six copies of the invoice, a check will be forwarded to you for payment in full.

f. All changes in names of the persons authorized to sign the purchase orders and receipt for uniforms will be forwarded to your company in writing.

5. Request you acknowledge your concurrence to this purchase agreement by signing below in the space provided, and return 3 copies of this letter to this detachment in the attached envelope.

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Colonel USAF  
Commander

APPROVED BY: [REDACTED]

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